

JOB TITLE: Deputy Health Agent
DEPARTMENT: Health

GRADE: P-8
DATE: October 2019

The following description is a general summary of responsibilities with some specific duties. It is not a total delineation of all duties nor does it limit the responsibilities to those stipulated. Position functions as a part of overall municipal team to ensure effective and efficient municipal operations

DEFINITIONS:

Administrative and technical work of a highly responsible nature in assisting the Health Director in carrying out environmental health programs, interpretation and enforcement of state and local codes and regulations, related work as required.

SUPERVISION:

Works under the general direction of the Health Director. The employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. The employee is expected to solve through experienced judgment most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently.

May have access to some confidential information.

Employee exercises supervision of staff in absence of the Health Director.

DISTINGUISHING CHARACTERISTICS:

1. Performs a variety of highly complex duties independently, requiring considerable judgment in implementing department policies and procedures and in ensuring enforcement of pertinent laws, rules and regulations, referring exceptions to supervisor.
2. Makes most decisions independently referring problematic or extraordinary issues to supervisor.
3. Makes frequent contacts with the general public and/or their representatives/agents, other Town Department Heads and staff and state agencies.
4. Errors could result in failure to maintain desired standards of public health services or possible danger or hazard to public health.
5. May have circumstantial knowledge of limited confidential information.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position

EXAMPLES OF WORK: Including but not limited to

1. Enforces the "State Sanitary Code for Food Establishments" and "The State Environmental Code Title V" and helps implement health programs for the Town.
2. Inspects individual sewerage disposal systems at all stages of installation an/or repair and advises owners of proper sewerage disposal, witnesses percolation tests and deep hole excavations, makes high ground water determinations and observes strata pits to determine suitability of the soil for on-site septic systems. Signs off on Certificate of Compliance when all criteria are met.
3. Reviews engineered septic system construction and repair plans making recommendations on approval or revisions; Approves, determines revisions or recommends variances. Issues permits and certificates of compliance when all criteria are met. Reviews Title V septic inspection reports, especially prior to property sale; Title V enforcement; reviews private well data for sign-off on occupancy permit; inputs, maintains and manages septic data records.

4. Reviews all plans submitted by Town officials and Boards, Committees and Commission, and after review of data and inspection submits recommendations to Health Director and/or summary comments for the Board of Health meetings then responds with Board of Health comments. These reviews include preliminary plans for subdivision, notices of intent, public hearings, site plan approvals and special permits.
5. Inspects restaurants, food handling and processing establishments and retail food stores;. Investigates foodborne illness complaints, investigates consumer complaints. Advises and recommends safe food handling practices to food establishments.
6. Enforces areas of responsibility under civil citation by-law.
7. Follows through with any criminal complaints, may report to district/civil court appearances when necessary.
8. Performs housing, motels and rooming house inspections and lead determinations; inspects septic hauler trucks.
9. Performs routine inspections on licensed pools and licensed camps.
10. Investigates complaints and recommends methods for correcting nuisances dangerous to health. Responds to inquiries from the public, other Town staff and officials and external agents.
11. Conduct plan reviews for new food establishments, pools and any other establishments requiring a permit through the Health Department.
12. Prepares reports and maintains records of inspections; makes recommendations to the Health Director.
13. Provides annual public health related trainings for Town employees and/or committees as needed or required.
14. Assists with the administrative planning of the Employee Wellness Program.
15. Enforces Town of Walpole's Health By-Laws and Board of Health regulations including those regulations pertaining to underground storage tanks and hazardous materials and private wells.
16. Routinely collaborates with municipal management team and other departments to ensure effective and efficient communications, operations and service. Strong communication and teamwork skills needed.
17. Participates as an active member of the Regional Emergency Planning Committee.
18. Contributes to Public Health Emergency Preparedness.
19. Assists the Medical Reserve Corp. with special projects, CORI checks and writes newsletters for the members.
20. Assists in running yearly flu clinics.
21. Assists with the Alcohol and Drug Awareness Coalition and schedules and prepares materials for all related meetings.
22. Performs most Health Director responsibilities on a temporary basis in the Director's absence.

DESIRABLE QUALIFICATIONS:

Education and Experience: Bachelor's Degree in Public Health or applicable sciences preferred or Associate's Degree in applicable sciences with three years experience in a public health department or any equivalent combination of education and experience.

Knowledge, Abilities, and Skills: Thorough knowledge of state and local laws, rules and regulations pertaining to public health, sanitation and the environment and of up-to-date inspection and control procedures. Ability to interpret and enforce codes and regulations firmly, tactfully and impartially.

Must be able to read and review engineering plans. Position requires a good deal of onsite inspections/investigations for septic systems, food establishments, pools, housing, nuisance complaints, etc. GIS knowledge desirable.

SPECIAL QUALIFICATION:

Possession of a Registered Sanitarian license desirable or at least a NEHA (National Environmental Health Association) Certified Environmental Health Technician within 12 months. Valid state driver's license issued by the Registry of Motor Vehicles. Must obtain Soil Evaluator's License within 12 months. Lead determinator, Certified Pool Operator and Food Safe Certifications must be obtained within 12 months.

TOOLS AND EQUIPMENT USED:

Equipment to take lead samples and food temperatures; pool equipment/ chlorine testing kits, typewriter; personal computer; telephone, calculator, ruler, copy machine, measuring tape, spade, field books and fax machine.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Some physical effort may be required in making inspections while other duties are performed under typical office conditions.

The employee could be required to walk to perform inspections outdoors in all weather conditions up to seven hours a day.

While performing the duties of this job, the employee is frequently required to reach with hands and arms; stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls, and talk or hear.

The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, color vision, distance vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENTS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee frequently works in varying internal and external environmental conditions as outside weather conditions, over various terrain, frequently inspects food preparation areas, and kitchens, also works near moving mechanical parts.

The noise level in the work environment is usually moderate but can be loud in outside environment.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

New: 1985

Revised: August 1995

Revised: December 1997

Revised: March 2001

Revised: November 2003

Revised: December 2011

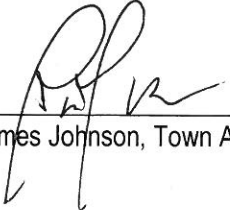
Revised: March 2017

Revised: October 2019

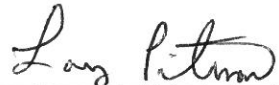
JOB DESCRIPTION

DEPUTY HEALTH AGENT


The following individuals has reviewed and approved of the above named job description:


James Johnson, Town Administrator

10/24/19
Date


Personnel Board

11/19/19
Date


Board of Selectmen

11/30/19
Date